

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Amphitheater Box Office Manager

Revision Date: 3/01
EEO Code: Admin. Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Director of Community Events, accounts for received ticket revenue and is responsible for the general operations of the Amphitheater box office.

III. Essential Duties

- Coordinates schedules and duties of amphitheater volunteers assigned to box office.
- Sells tickets to customers.
- Interfaces with City Treasurer's Office and with ticketing system provider to ensure funds are received and deposited.
- Maintains accounting of ticket receipts and produces reports for Director.
- Assists in maintaining and equipping box office.
- Interfaces with public and responds to customer inquiries.
- Contacts outside ticket vendors as necessary.

IV. Marginal Duties

- Trains volunteers on use of ticketing systems.
- Assists artists with special ticketing requests.
- Assists in other duties as requested.

V. Qualifications

Education: High school diploma or equivalent required.

Experience: Two years of retail or box office experience required; experience as a box office manager preferred.

Knowledge of: Prologue ticketing system operation, general accounting principles and retail management.

Responsibility for: The efficient and effective operation of the Amphitheater Box Office; great responsibility for money and accounting of single-event ticket receipts.

Communication Skills: Interacts with other City professionals and technical staff; must have the ability to communicate in a professional and courteous manner with the general public.

Tool, Machine, Equipment Operation: Ticketing computers and printers, PC, 10-key and calculator.

Analytical Ability: Must have the ability to gather and report financial and sales data.

VI. Working Conditions

Work is primarily conducted at Amphitheater Box Office; exposure to various climate conditions; a considerable amount of standing, bending, and some light lifting is required; box office is ventilated but

not air conditioned; job requires evening, weekend and some daytime work; Box Office Manager must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description